



City of Tualatin

[www.tualatinoregon.gov](http://www.tualatinoregon.gov)

# eTRAKiT Users Manual

A guide for using the online permitting system, eTRAKiT

Highlighted items are place holders for future additions.

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HOME | DASHBOARD | VIEW/EDIT PROFILE | VIEW CART | LOG OUT
LOGGED IN AS: ABC BUILDING COMPANY

### My Dashboard

Permits

- Apply
- Search
- Pay Fees
- Fees Estimator

Development Projects

- Apply for New Project
- Search Projects
- Pay Fees
- Fees Estimator

Contractor

- Search Contractors
- Pay Fees

Properties

- Search Property

Inspections

- Schedule
- Cancel

Shopping Cart

- Pay All Fees
- Paid Items

Contact

- Contact us

By submitting this application you, the applicant, agree to all of the following:

You agree that you are responsible for the accuracy of the information you provide.

You agree that this is a ***residential only*** installation and that this is not a commercial installation.

You agree to install all mechanical equipment above the flood elevation level. If equipment is found to be below flood elevation level at inspection, it shall be the responsibility of the applicant to bring the mechanical equipment into compliance by relocating it above the flood elevation.

You agree that all work covered under any permit shall be performed by the homeowner acting as their own contractor as allowed by the State of Oregon or be a licensed contractor.

**Homeowners:** You agree to live in the residence and shall not rent or sell the residence within the two years following the final inspection.

**Contractors:** You agree that you are licensed by the Oregon Construction Contractors Board, and have an active City of Tualatin business license if your business is located in the City limits of Tualatin. Businesses located outside of Tualatin City limits may use a Metro license in lieu of a City business license.

☐ I Agree
 ☐ I Disagree

CONTINUE

Figure 1 – [www.tualatinoregon.gov](http://www.tualatinoregon.gov) Home Page: Start here for access.

## 1.0 Getting Started

- 1.1 Welcome to the City of Tualatin online permit and project web portal called eTRAKiT.
- 1.1.1 Through eTRAKiT users have the ability to view records and check project or permit status without logging in.
- 1.1.2 Public users that create an account will have the ability to pay fees and view records in detail. See Section 3.0
- 1.1.3 Contractor users that create an account will have the ability to pay fees, apply for permits, schedule and cancel inspection on their permits, and view records in detail. See Section 4.0.
- 1.2 Contacting Us
- For access to the latest version of this manual and eTRAKiT updates, please visit the City of Tualatin home page at [www.tualatinoregon.gov](http://www.tualatinoregon.gov) and click on the **eTRAKiT Online Permitting System** Quick Link.
- 1.2.1 For additional technical assistance with eTRAKiT, please contact:
- |  |    |  |
|--|----|--|
| Denise Ambrosio  | or | Stephanie Marcinkiewicz  |
| 503-691-3032   |    | 503-691-3048   |
| <a href="mailto:dambrosio@ci.tualatin.or.us">dambrosio@ci.tualatin.or.us</a> |    | <a href="mailto:smarcinkiewicz@ci.tualatin.or.us">smarcinkiewicz@ci.tualatin.or.us</a> |

## 2.0 Access eTRAKiT

- 2.1 The web site address for eTRAKiT is <http://tual-crw/etrakit3/>. You may also access eTRAKiT through the City of Tualatin homepage at [www.tualatinoregon.gov](http://www.tualatinoregon.gov) and click on the link eTRAKiT Online Permitting System.

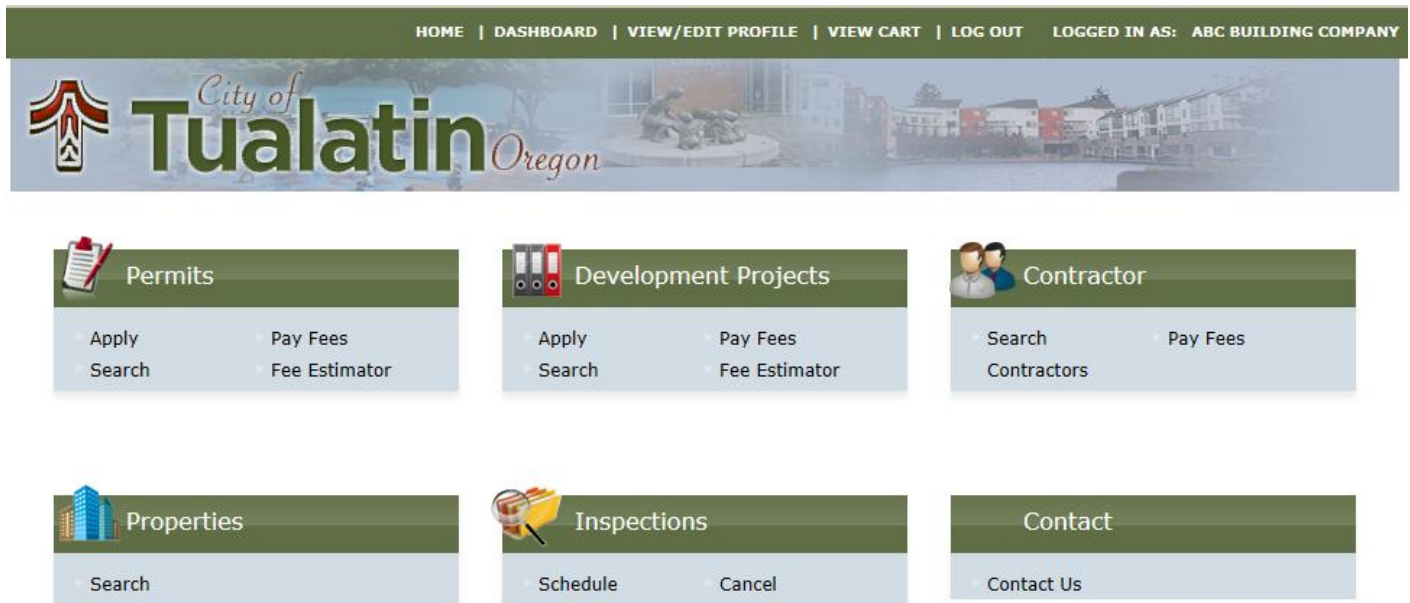


Figure 2- eTRAKiT Home Page

### 3.0 Public Registered User Login

3.1 Public Login: Enter your User Name and Password or Register to Create a Login.

3.2 Register for a Public Login: Click on “Setup an Account”, enter the required information and click the CREATE ACCOUNT

The screenshot shows a web application interface for creating a new public user account. At the top, a navigation bar includes links for Home, Setup an Account, Log In, a user type dropdown menu (currently set to 'Public'), input fields for Username and Password, a LOGIN button, and a REMEMBER ME checkbox. A left sidebar contains a list of menu items: Permits (with sub-items: Apply, Search, Pay Fees, Fees Estimator), Development Projects (with sub-items: Apply for New Project, Search Projects, Pay Fees, Fees Estimator), Contractor (with sub-items: Search Contractors, Pay Fees), Properties (with sub-item: Search Property), Inspections (with sub-items: Schedule, Cancel), Shopping Cart (with sub-items: Pay All Fees, Paid Items), and Contact (with sub-item: Contact us). The main content area is titled 'Create New Public User Account' and includes a note '\* Required fields'. It is divided into two sections: 'Profile' and 'Username and Password'. The 'Profile' section contains fields for First Name, Last Name, Address, City, State (a dropdown menu), Zip, Email, Phone (with area, prefix, and number fields), and Ext. The 'Username and Password' section contains fields for Log-In Name (with a note '(letters/numbers only)'), Password (with a note '(6 to 15 letters/numbers only)'), and Confirm Password. A CREATE ACCOUNT button is located at the bottom right of the form.

Figure 3- Create New User Account

This close-up screenshot focuses on the user type selection dropdown menu in the navigation bar. The menu is currently open, showing 'Public' as the selected option. Other options are not visible. The surrounding navigation bar includes links for Home, Setup an Account, Log In, Username, Password, LOGIN, and REMEMBER ME.

Figure 4 – Select User Type: Use the drop down menu to select “Public” or “Contractor”.

## 4.0 Contractor Login (Contractors, Engineers, Developers) Login

- 4.1 Contractor Login: First time users will need to contact technical support in Section 1.2.1 above to receive their password.
- 4.2 After the City of Tualatin permit tech sets up your initial password you will login as a Contractor. You will be prompted to change your password the first time you log in.

The screenshot shows a web application interface for a contractor. At the top, a navigation bar includes links for HOME, DASHBOARD, VIEW/EDIT PROFILE, VIEW CART, LOG OUT, and a logged-in status for ABC BUILDING COMPANY. A left sidebar contains a 'My Dashboard' menu with categories like Permits, Development Projects, Contractor, Properties, Inspections, Shopping Cart, and Contact, each with sub-links. The main content area features a welcome message and two sections: 'My Active Inspections' and 'My Active Projects'. Each section displays a table of records.

**My Active Inspections**

REC NO	REC TYPE	REC STATUS	ADDRESS	INSPECTION	DATE
AR15-0019	PROJECT	SUBMITTED		SITE INSPECTION	

**My Active Projects**

PROJECT NO.	ADDRESS	TYPE	STATUS	FEES DUE	
AR15-0019		ARCHITECTURAL REVIEW	SUBMITTED	\$2,410.00	<a href="#">Link</a>

Figure 5 – Contractor Login

## 5.0 Searching and Viewing Records

5.1 Enter Search By Parameters (Address, Permit Type, Permit Number) - then select the parameter (Contains, Begins With, etc.) and enter the value to search for, then click on the SEARCH button.

Home | Setup an Account | Log In | Public | Username | Password | LOGIN | REMEMBER ME

**Permits**  
▶ Apply  
▶ Search  
▶ Pay Fees  
▶ Fees Estimator

**Development Projects**  
▶ Apply for New Project  
▶ Search Projects  
▶ Pay Fees  
▶ Fees Estimator

**Contractor**  
▶ Search Contractors  
▶ Pay Fees

**Properties**  
▶ Search Property

**Inspections**  
▶ Schedule  
▶ Cancel

**Shopping Cart**  
▶ Pay All Fees  
▶ Paid Items

**Contact**  
▶ Contact us

**Permit Search**

Search By: Address Begins With SEARCH

[Click here for search examples](#)

5.2 Search Results: Click on the row you would like to view details on.

Home | Setup an Account | Log In | Public | Username | Password | LOGIN | REMEMBER ME

**Permits**  
▶ Apply  
▶ Search  
▶ Pay Fees  
▶ Fees Estimator

**Development Projects**  
▶ Apply for New Project  
▶ Search Projects  
▶ Pay Fees  
▶ Fees Estimator

**Contractor**  
▶ Search Contractors  
▶ Pay Fees

**Properties**  
▶ Search Property

**Inspections**  
▶ Schedule  
▶ Cancel

**Shopping Cart**  
▶ Pay All Fees  
▶ Paid Items

**Contact**  
▶ Contact us

**Permit Search**

Search By: Address Contains 20800 sw 115th SEARCH

[Click here for search examples](#)

**Permits** PRINT EXPORT TO EXCEL

Address	Permit Type	Permit No
20800 SW 115TH AVE	FIRE ALARMS	ALRM15-0019
20800 SW 115TH AVE	FIRE ALARMS	ALRM15-0151
20800 SW 115TH AVE	FIRE ALARMS	ALRM15-0171
20800 SW 115TH AVE	ALTERATION OR REPAIR	ALTR15-0165
20800 SW 115TH AVE	ALTERATION OR REPAIR	ALTR15-0166
20800 SW 115TH AVE	MECHANICAL	MECH15-0035
20800 SW 115TH AVE	MECHANICAL	MECH15-0168
20800 SW 115TH AVE	PLUMBING	PLMB15-0046
20800 SW 115TH AVE	PLUMBING	PLMB15-0173
20800 SW 115TH AVE	RACKING	RACK15-0167

page 1 of 2

Figure 6- Search Results

### 5.3 Viewing Search Results:

The permit record has tabs that can be clicked on for details. Also the Search Results appear to the left and can be navigated while viewing permit records. At the bottom are other activities at the Same address.

[Home](#) | [Setup an Account](#) | [Log In](#) Public   [LOGIN](#) ☐ REMEMBER ME

Permits

- Apply
- Search
- Pay Fees
- Fees Estimator

Development Projects

- Apply for New Project
- Search Projects
- Pay Fees
- Fees Estimator

Contractor

- Search Contractors
- Pay Fees

Properties

- Search Property

Inspections

- Schedule
- Cancel

Shopping Cart

- Pay All Fees
- Paid Items

Contact

- Contact us

**Permit Search**

Search By: Address Contains  [SEARCH](#)

[Click here for search examples](#)

**Search Results**

Permit No
ALRM15-0019
ALRM15-0151
ALRM15-0171
<b>ALTR15-0165</b>
ALTR15-0166
MECH15-0035
MECH15-0168
PLMB15-0046
PLMB15-0173
RACK15-0167

[«](#) [◀](#) [▶](#) [»](#)

page 1 of 2

**Permit #ALTR15-0165**

[Print Permit](#)

Permit Info

Site Info

Inspections

Conditions

**Type:** ALTERATION OR REPAIR

**Subtype:** INDUSTRIAL

**Short Description:** Wellpartner New TI 1511610

**Status:** ISSUED

**Applied Date:** 5/19/2015

**Approved Date:** 5/19/2015

**Issued Date:** 5/19/2015

**Final Date:**

**Expiration Date:** 11/15/2015

**Notes:** 5/19/2015 8:54:48 AM New first gen TI 5/19/2015 8:54:58 AM Fees paid in HTE

**Linked Activities:**

**Parent Permit**

SHLL15-0008 SHELL ONLY ISSUED

**Permit(s)**

SPKR15-0172 FIRE SPRINKLERS ISSUED

RACK15-0167 RACKING ISSUED

8



## 6.0 Paying Fees

6.1 Login: In order to pay fees, users must be logged in.

6.2 Find: Search for the Permit that has outstanding fees to pay.

6.3 Pay: Click on the Pay All Fees button.

HOME | DASHBOARD | VIEW/EDIT PROFILE | VIEW CART | LOG OUT | LOGGED IN AS: ABC BUILDING COMPANY

### My Dashboard

- Permits
  - Apply
  - Search
  - Pay Fees
  - Fees Estimator
- Development Projects
  - Apply for New Project
  - Search Projects
  - Pay Fees
  - Fees Estimator
- Contractor
  - Search Contractors
  - Pay Fees
- Properties
  - Search Property
- Inspections
  - Schedule
  - Cancel
- Shopping Cart
  - Pay All Fees
  - Paid Items
- Contact
  - Contact us

### Permit Search

Search By:     [Click here for search examples](#)

### Search Results

Permit Number
WH15-0711

### Permit #WH15-0711

Permit Add To Cart

Permit Info | Site Info | Contacts | Fees \$67.20 | Inspections | Chronology

Reviews

Description	Amount	Paid Date
PLUMBING PERMITS	\$60.00	\$60.00
STATE SURCHARGE	\$7.20	\$7.20

**Total Fees: \$67.20** **Balance Due: \$67.20** [Pay All Fees](#)

6.4 Shopping Cart: Confirm the Permit or Project you are about to pay, and then click on the PROCEED TO CHECKOUT BUTTON.

HOME | DASHBOARD | VIEW/EDIT PROFILE | VIEW CART | LOG OUT | LOGGED IN AS: ABC BUILDING COMPANY

### Shopping Cart

<input checked="" type="checkbox"/>	Item	Fee Description	Amount Due
<input checked="" type="checkbox"/>	PERMIT (WH15-0711)	PLUMBING PERMITS	60.00
<input checked="" type="checkbox"/>	PERMIT (WH15-0711)	STATE SURCHARGE	7.20

**Total: \$67.20**

[REMOVE SELECTED ITEMS](#) [BACK TO DASHBOARD](#) [VIEW PAID ITEMS](#) [PROCEED TO CHECKOUT](#)

The City of Tualatin makes every effort to ensure fees are updated and calculated correctly within the system. We are not responsible for additional fees due to fee increases, misinterpretations of the scope of the project/permit, etc. By applying and paying for a permit online, by mail, or by person/courier, you understand you are responsible for any and all fees applicable to your permit/project at any time.

6.5 Click on the PROCEED TO PAYMENT button.

HOME | DASHBOARD | VIEW/EDIT PROFILE | VIEW CART | LOG OUT | LOGGED IN AS: ABC BUILDING COMPANY

My Dashboard

Permits

- Apply
- Search
- Pay Fees
- Fees Estimator

Development Projects

- Apply for New Project
- Search Projects
- Pay Fees
- Fees Estimator

Contractor

- Search Contractors
- Pay Fees

Properties

- Search Property

Inspections

Checkout Summary

PERMIT

WH15-0711

18880 SW MARTINAZZI AVE

Description	Quantity	Amount
PLUMBING PERMITS	1	\$60.00
PLUMBING FIXTURES		60.00
STATE SURCHARGE	1	\$7.20
STATE SURCHARGE PLUMBING		7.20
Total Fees:		\$67.20
Total:		\$67.20

BACK TO SHOPPING CART

PROCEED TO PAYMENT

6.6 Enter your Credit Card Information

HOME | DASHBOARD | VIEW/EDIT PROFILE | VIEW CART | LOG OUT | LOGGED IN AS: ABC BUILDING COMPANY

My Dashboard

Permits

- Apply
- Search
- Pay Fees
- Fees Estimator

Development Projects

- Apply for New Project
- Search Projects
- Pay Fees
- Fees Estimator

Contractor

- Search Contractors
- Pay Fees

Properties

- Search Property

Inspections

- Schedule
- Cancel

Shopping Cart

- Pay All Fees
- Paid Items

Total Fees:

\$67.20

Total Payment:

\$67.20

First Name

Last Name

Credit Card Type

VISA

Credit Card Number

Expiration Date

January

2015

Security Code(CVN)

Billing Address

12345 SW Main St

City

Tualatin

State

Oregon

Zip

97062

-

PROCESS PAYMENT

6.7 Click on the PROCESS PAYMENT button.

## 7.0 Permit Application

- 7.1 To apply for a Permit, users must register by filling out the eTRAKiT user application.
- 7.2 Select the Apply for a New Permit menu option under the Permits menu.
- 7.3 Enter the Company Name and Password provided to you by the City of Tualatin Permit Tech.



- 7.4 Select “Apply” under Permits in the left column to display the permit application below.
- 7.5 Permit Declaration: Please read the Permit Declaration and click “I Agree” then click CONTINUE.

HOME | DASHBOARD | VIEW/EDIT PROFILE | VIEW CART | LOG OUT

LOGGED IN AS: ABC BUILDING COMPANY

My Dashboard

Permits

» Apply

» Search

» Pay Fees

» Fees Estimator

Development Projects

» Apply for New Project

» Search Projects

» Pay Fees

» Fees Estimator

Contractor

» Search Contractors

» Pay Fees

Properties

» Search Property

Inspections

» Schedule

» Cancel

Shopping Cart

» Pay All Fees

» Paid Items

Contact

» Contact us

By submitting this application you, the applicant, agree to all of the following:

You agree that you are responsible for the accuracy of the information you provide.

You agree that this is a ***residential only*** installation and that this is not a commercial installation.

You agree to install all mechanical equipment above the flood elevation level. If equipment is found to be below flood elevation level at inspection, it shall be the responsibility of the applicant to bring the mechanical equipment into compliance by relocating it above the flood elevation.

You agree that all work covered under any permit shall be performed by the homeowner acting as their own contractor as allowed by the State of Oregon or be a licensed contractor.

**Homeowners:** You agree to live in the residence and shall not rent or sell the residence within the two years following the final inspection.

**Contractors:** You agree that you are licensed by the Oregon Construction Contractors Board, and have an active City of Tualatin business license if your business is located in the City limits of Tualatin. Businesses located outside of Tualatin City limits may use a Metro license in lieu of a City business license.

☐ I Agree

☐ I Disagree

CONTINUE

7.6 Step 1: Enter Permit Information

7.6.1 **Permit Type Information:** Select the Permit Type and enter the Description and Job Value

7.6.2 **Locations:** Enter part or all of the address and click SEARCH

7.6.2.1 Select the correct address by clicking on the highlighted row.

7.6.3 **Attachments:** To add an attachment with site or installation information, click the SELECT button in the attachment window at the bottom and select the file from your computer, give a brief description of the information, and then click the UPLOAD

7.6.4 **Click NEXT STEP**

[HOME](#) | [DASHBOARD](#) | [VIEW/EDIT PROFILE](#) | [VIEW CART](#) | [LOG OUT](#) | LOGGED IN AS: ABC BUILDING COMPANY

My Dashboard

Permits

- » Apply
- » Search
- » Pay Fees
- » Fees Estimator

Development Projects

- » Apply for New Project
- » Search Projects
- » Pay Fees
- » Fees Estimator

Contractor

- » Search Contractors
- » Pay Fees

Properties

- » Search Property

Inspections

- » Schedule
- » Cancel

Shopping Cart

- » Pay All Fees
- » Paid Items

Contact

- » Contact us

**Permit Application**

STEP 1 PERMIT INFORMATION STEP 2 STEP 3 STEP 4

**Permit Type Information**

PERMIT Type

\*Short Description:

\*Job Value

**Location**

\*Enter part or all of your address and press search

Search By

SEARCH

**Attachments**

Filename

Description

UPLOAD

CANCEL

NEXT STEP

## 7.7 Step 2: Enter Contact Information

7.7.1 Please enter the Contractor, Responsible Person, Owner, and Applicant Contact Information and click “NEXT STEPS”.

[HOME](#) | [DASHBOARD](#) | [VIEW/EDIT PROFILE](#) | [VIEW CART](#) | [LOG OUT](#) | LOGGED IN AS: ABC BUILDING COMPANY

**My Dashboard**

- Permits**
  - Apply
  - Search
  - Pay Fees
  - Fees Estimator
- Development Projects**
  - Apply for New Project
  - Search Projects
  - Pay Fees
  - Fees Estimator
- Contractor**
  - Search Contractors
  - Pay Fees
- Properties**
  - Search Property
- Inspections**
  - Schedule
  - Cancel
- Shopping Cart**
  - Pay All Fees
  - Paid Items
- Contact**
  - Contact us

**Permit Application**

STEP 1STEP 2 CONTACT INFORMATIONSTEP 3STEP 4

### Application for a WATER HEATER Permit

#### Applicant Information

*Name	ABC Building Company	*Phone	(503) 123-4567
*Address	12345 SW Main St	*Email Address	rsoelberg@ci.tualatin.or.us
*City	Tualatin		
*State	OR	*Zip	97062 -

#### Owner Information

*Name	jones	*Phone	(503) 123-4567
*Address	12345 SW Main St	Email Address	rsoelberg@ci.tualatin.or.us
*City	Tualatin		
*State	OR	*Zip	97062 -

#### Contractor Information

*Name	ABC Building Company	*Phone	(503) 123-4567
*Address	12345 SW Main St	*Email Address	rsoelberg@ci.tualatin.or.us
*City	Tualatin	*License or ID	AEC386
*State	OR	*Zip	97062 -

[CANCEL](#) [PREVIOUS STEP](#) [NEXT STEP](#)

## 7.8 Step 3: Review and Submit

7.8.1 This tab allows you to review your application and make changes. Click “NEXT STEPS” to process payment.

HOME | DASHBOARD | VIEW/EDIT PROFILE | VIEW CART | LOG OUT | LOGGED IN AS: ABC BUILDING COMPANY

My Dashboard

Permits

- Apply
- Search
- Pay Fees
- Fees Estimator

Development Projects

- Apply for New Project
- Search Projects
- Pay Fees
- Fees Estimator

Contractor

- Search Contractors
- Pay Fees

Properties

- Search Property

Inspections

- Schedule
- Cancel

Shopping Cart

- Pay All Fees
- Paid Items

Contact

- Contact us

Permit Application

STEP 1

STEP 2

STEP 3 REVIEW AND SUBMIT

STEP 4

Application for a WATER HEATER Permit

Permit Information

EDIT

Type	WATER HEATER
Subtype	
Description	Replace existing ga...
Job Value	0

Location

EDIT

21150 IROQUOIS  
TUALATIN, OR 97062 SHANIKO

Fee Information

Type	Amount
PLUMBING PERMITS	\$60.00
PLUMBING FIXTURES	60.00
STATE SURCHARGE	\$7.20
STATE SURCHARGE PLUMBING	7.20
Total Fees	\$67.20

Attachments

To upload additional attachments click [Here](#)

Contacts

EDIT

Applicant Information

ABC Building Company (503) 123-4567  
12345 SW Main St rsoelberg@ci.tualatin.or.us  
Tualatin, OR 97062

Owner Information

jones (503) 123-4567  
12345 SW Main St rsoelberg@ci.tualatin.or.us  
Tualatin, OR 97062

Contractor Information

ABC Building Company (503) 123-4567  
12345 SW Main St rsoelberg@ci.tualatin.or.us  
Tualatin, OR 97062

Review the information prior to submitting.

CANCEL

PREVIOUS STEP

NEXT STEP

## 7.9 Step 4: Payment

7.9.1 Checkout Summary displays the fee amount(s) that you are about to proceed with. Click the "ADD TO SHOPPING CART" or "PAY NOW" to proceed.

HOME | DASHBOARD | VIEW/EDIT PROFILE | VIEW CART | LOG OUT | LOGGED IN AS: ABC BUILDING COMPANY

My Dashboard

- Permits
  - Apply
  - Search
  - Pay Fees
  - Fees Estimator
- Development Projects
  - Apply for New Project
  - Search Projects
  - Pay Fees
  - Fees Estimator
- Contractor
  - Search Contractors
  - Pay Fees
- Properties
  - Search Property
- Inspections
  - Schedule
  - Cancel
- Shopping Cart
  - Pay All Fees
  - Paid Items
- Contact

Permit Application

STEP 1STEP 2STEP 3STEP 4 PAYMENT

Checkout Summary

**WATER HEATER Permit**

Description	Quantity	Amount
<b>PLUMBING PERMITS</b>	<b>1</b>	<b>\$60.00</b>
PLUMBING FIXTURES		60.00
<b>STATE SURCHARGE</b>	<b>1</b>	<b>\$7.20</b>
STATE SURCHARGE PLUMBING		7.20

Fees Due: \$67.20

Total: \$67.20

BACK TO STEP ONEADD TO SHOPPING CARTPAY NOW

## 7.10 Enter Payment Information and click on PROCESS PAYMENT.

HOME | DASHBOARD | VIEW/EDIT PROFILE | VIEW CART | LOG OUT | LOGGED IN AS: ABC BUILDING COMPANY

My Dashboard

- Permits
  - Apply
  - Search
  - Pay Fees
  - Fees Estimator
- Development Projects
  - Apply for New Project
  - Search Projects
  - Pay Fees
  - Fees Estimator
- Contractor
  - Search Contractors
  - Pay Fees
- Properties
  - Search Property
- Inspections
  - Schedule
  - Cancel
- Shopping Cart
  - Pay All Fees
  - Paid Items
- Contact
  - Contact us

Permit Application

STEP 1STEP 2STEP 3STEP 4 PAYMENT

Total Fees: \$67.20

Total Payment: \$67.20

First Name

Last Name

Credit Card TypeVISA

Credit Card Number

Expiration DateJanuary2015

Security Code(CVN)

Billing Address12345 SW Main St

CityTualatin

StateOregon

Zip97062 -

BACK TO STEP ONEPROCESS PAYMENT

7.10.1 The Payment Summary will display whether or not your transaction was approved.

## 8.0 My Dashboard


- 8.1 **My Open Permit Applications:** Applications that are not completed will show up in this section. You can choose to complete or delete the application.
- 8.2 **My Active Permits:** This section allows you to print the permit or go to the permit record.
- 8.3 **My Active Inspections:** This section allows you to schedule an inspection.

[HOME](#) | [DASHBOARD](#) | [VIEW/EDIT PROFILE](#) | [VIEW CART](#) | [LOG OUT](#) | LOGGED IN AS: ABC BUILDING COMPANY


### My Dashboard


- Permits
  - Apply
  - Search
  - Pay Fees
  - Fees Estimator
- Development Projects
  - Apply for New Project
  - Search Projects
  - Pay Fees
  - Fees Estimator
- Contractor
  - Search Contractors
  - Pay Fees
- Properties
  - Search Property
- Inspections
  - Schedule
  - Cancel
- Shopping Cart
  - Pay All Fees
  - Paid Items
- Contact
  - Contact us


**Hello ABC Building Company.**  
**Below is a Dashboard of your current activities.**

 **My Open Permit Applications** 3 total record(s).


Applications In Progress	Permit Type	Created Date	
<a href="#">Continue</a>		7/21/2015	<a href="#">Delete</a>
<a href="#">Continue</a>		7/21/2015	<a href="#">Delete</a>
<a href="#">Continue</a>	WATER HEATER	7/21/2015	<a href="#">Delete</a>

 **My Active Permits** 1 total record(s).

PERMIT NO.	ADDRESS	TYPE	STATUS	INSPECTION	FEES DUE	
WH15-0711	18880 SW M...	WATER HEATER	RECEIVED		\$67.20	

 **My Active Inspections** 2 total record(s).

REC NO	REC TYPE	REC STATUS	ADDRESS	INSPECTION	DATE
WH15-0711	PERMIT	RECEIVED	18880 SW M...	PLBG FINAL**	
AR15-0019	PROJECT	SUBMITTED		SITE INSPECTION	

 **My Active Projects** 1 total record(s).

PROJECT NO.	ADDRESS	TYPE	STATUS	FEES DUE	
AR15-0019		ARCHITECTURAL REVIEW	SUBMITTED	\$2,410.00	